

MEMORANDUM

TO: Licensed Dietitians/Nutritionist

FROM: Beatrice Phillips, Chairperson

DATE: July 2011

SUBJECT: 2011-2013 License Renewal/ IMPORTANT RENEWAL INFORMATION

PLEASE NOTE: ALL LICENSE RENEWALS AND OTHER REQUIRED DOCUMENTATION MUST BE **RECEIVED** IN OUR OFFICE NO LATER THAN SEPTEMBER 30, 2011. MAKE SURE YOU MAIL YOUR RENEWAL FORM AND CPE DOCUMENTATION AT LEAST 10-14 DAYS PRIOR TO THE SEPTEMBER 30TH DEADLINE.

Enclosed please find your license renewal form for the 2011-2013 licensure period. Please allow 3-4 weeks for the processing of your renewal application. **YOUR LICENSE WILL EXPIRE ON SEPTEMBER 30, 2011. YOU CANNOT PRACTICE AFTER SEPTEMBER 30, 2011 IF YOU HAVE NOT RENEWED YOUR LICENSE.**

IF YOU ARE RENEWING YOUR LICENSE: Fill out the form completely and return it to this office along with your check or money order for \$150.00 and verification of continuing education hours for the 2009-2011 licensure period. Your CPE documentation should reflect hours collected from October 1, 2009 thru September 2011. 30 hours are required to renew your license.

IF YOU ARE NOT RENEWING YOUR LICENSE: You Must complete the enclosed form and indicate that you are not renewing your license and return it to our office no later than September 30, 2011.

IF YOU ARE RENEWING AN INACTIVE LICENSE: Fill out the form completely and return it to this office along with your check or money order for \$150.00 and verification of continuing education hours (15 hours minimum during the inactive period of Oct. 1, 2009 thru Sept. 2011).

IF YOU ARE REQUESTING INACTIVE STATUS: Complete the enclosed form and return it and the required fee to our office indicating inactive status no later than September 30, 2011. **YOU CANNOT REQUEST INACTIVE STATUS IF YOU WERE INACTIVE DURING THE 2009-2011 LICENSURE PERIOD.** You must renew your inactive license or notify us that you will not renew on the enclosed form.

LATE RENEWALS: Renewals received between October 1st and October 31st must include an additional \$125.00 late fee. License's that have not been renewed by the September 30, 2011 deadline will become invalid and you will no longer have the privilege to practice Dietetics/Nutrition in the State of Alabama. A reinstatement application and a **\$525.00 fee will be required to reinstate your license after October 31, 2011.**

CPE REQUIREMENTS:

If you have been licensed 2 years or longer you are required to submit verification of 30 hours of continuing education for your license renewal. Dietitians who became licensed after November 1, 2007 will be required to submit verification of 1¼ hours of continuing education for every month you have been licensed. (EXAMPLE: If you became licensed in January 2008 – 21 months x 1¼ hrs. = 26 ¼ hours are required to renew your license.)

ACCEPTABLE CPE ACTIVITIES GUIDELINES ARE LISTED ON OUR WEB SITE FOR YOUR VIEWING. www.boed.alabama.gov

MAILING INSTRUCTIONS:

ALL MAIL SHOULD BE ADDRESSED TO:

**ALABAMA BOARD OF EXAMINERS FOR
DIETETIC/NUTRITION PRACTICE
400 S. UNION STREET #445
MONTGOMERY, AL 36104**

PLEASE NOTE: IT IS THE RESPONSIBILITY OF EACH LICENSEE TO NOTIFY THIS OFFICE IN WRITING OF ANY ADDRESS/NAME CHANGES DURING THEIR LICENSURE PERIOD. FAILURE TO NOTIFY US OF YOUR ADDRESS/NAME CHANGE COULD RESULT IN THE DELAY OR LOSS OF ANY NOTICE MAILED TO YOU. IT IS THE LICENSEE'S RESPONSIBILITY TO RENEW HIS/HER LICENSE REGARDLESS OF RECEIVING NOTICE OF RENEWAL OR NOT.